

**OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES
VACANCY ANNOUNCEMENT**

Position: Deputy Inspector General
Advisory and Administrative Services

Announcement Number: IG-10-05

Opening Date: August 3, 2010
Closing Date: September 3, 2010

Location: Washington, DC

Salary: \$168,411

Area of Consideration: All Sources

FLSA Category: Exempt

Job Summary: Incumbent serves as Deputy Inspector General for Advisory and Administrative Services with full authority to act as the Inspector General in the absence of the Inspector General and the Deputy Inspector General for Audit and Investigative Services. The Deputy Inspector General for Advisory and Administrative Services is responsible for the evaluation of internal controls, organizational structures, and determining the extent and quality of conformance with policies and procedures within the House. In collaboration with the Inspector General, the Deputy Inspector General for Advisory and Administrative Services provides executive management for the management advisory services and Office of Inspector General (OIG) support services divisions.

Major Duties: Directs the management advisory and administrative support aspects of the mission and functions of the OIG to:

- 1) Ascertain the need for, formulate, and recommend policy, plans, and programs for management advisories and administrative support functions.
- 2) Evaluate the effectiveness of system development and project management practices, identify and recommend business process improvements by applying lean management principles, six-sigma concepts and other process improvement methodologies, and advise management on meeting its objectives using a risk-based approach.
- 3) Oversee OIG budget formulation and execution, training, quality assurance, the Balanced Scorecard and other internal process improvement initiatives, contract management, and internal information systems support.
- 4) Provide leadership and coordination and recommend policies for activities designed to promote economy, efficiency, and effectiveness in the administration of such programs and to deter and detect fraud and abuse in such programs and operations.
- 5) Provide a means for keeping the Speaker, the Majority Leader, the Minority Leader, and the Chairperson and Ranking Member of the Committee on House Administration fully and currently

informed about problems and deficiencies relating to the administration of such programs and operations, and the necessity for the progress of curative actions.

Requirements and Additional Information:

An accomplished professional who has a broad range of experience including knowledge of reviewing/auditing internal controls, project management, information systems, financial management, contracting activities and techniques, exposure to a variety of management techniques, business process improvement methodologies, and system development life cycle activities. Must have skill in establishing and maintaining effective working relationships with high ranking officials and is effective in oral and written communications. An undergraduate degree and 24 semester hours of accounting (may include up to 6 semester hours in business law) is required; a graduate degree in accounting or management and/or certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA) is desirable.

Additional Information

1. Must be eligible for and maintain a Secret Security Clearance.
2. Relocation expenses will not be paid.
3. This is a drug testing designated position.

Benefits of Working at the House of Representatives:

1. General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans (e.g. Thrift Savings Plan, Federal Employees Health Benefits, Federal Employees Life Insurance, etc.) to which other federal employees are entitled.
2. Leave accumulation. Prior federal service and work experience in a related field are considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience). All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:
 - Less than 1 year of service/experience = 12 days annual leave per year
 - Between 1 year and 3 years of service/experience = 15 days annual leave per year
 - Between 3 years and 6 years of service/experience = 18 days annual leave per year
 - 6 or more years of service/experience = 24 days annual leave per year
3. Federal retirement. The U.S. House of Representatives participates in the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS).
4. Student loan repayment program. Employees can be reimbursed for up to \$10,000 per year (with a maximum of \$60,000 in total) for federally backed student loans.
5. Family Medical Leave Act (FMLA). The Office of Inspector General (OIG) has the option of allowing its employees to take the first 6 weeks of FMLA (e.g. for a catastrophic illness or birth of

a child) as paid administrative leave. (FMLA is normally unpaid leave unless an employee uses his/her own annual or sick leave).

6. Gym Membership. House employees are eligible for discounted memberships to “Gold’s Gym” and to the House Fitness Center.
7. On location Day Care facility.
8. Flexible work schedule.
9. Eligibility for either free, on-site parking or an amount up to \$230 in monthly mass transit benefits.

Work Environment and Physical Demands:

The work is usually performed in an office environment. Overnight travel is rare and limited to attending required training not offered locally. The work is primarily sedentary but there may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

Applicant Instructions:

Submission of KSA’s is not required; forward a resume that clearly presents the requirements above to the following email address:

Email: OIGResumes@mail.house.gov. Please reference “IG-10-05 Deputy Inspector General – Advisory and Administrative Services” in the subject line of the email.

Point of Contact: Deborah E. Jones (202) 226-1250

Please do NOT mail or fax resumes. Email is the preferred method of submitting resumes. When your resume is received, the system will generate an automated response acknowledging receipt of your resume.